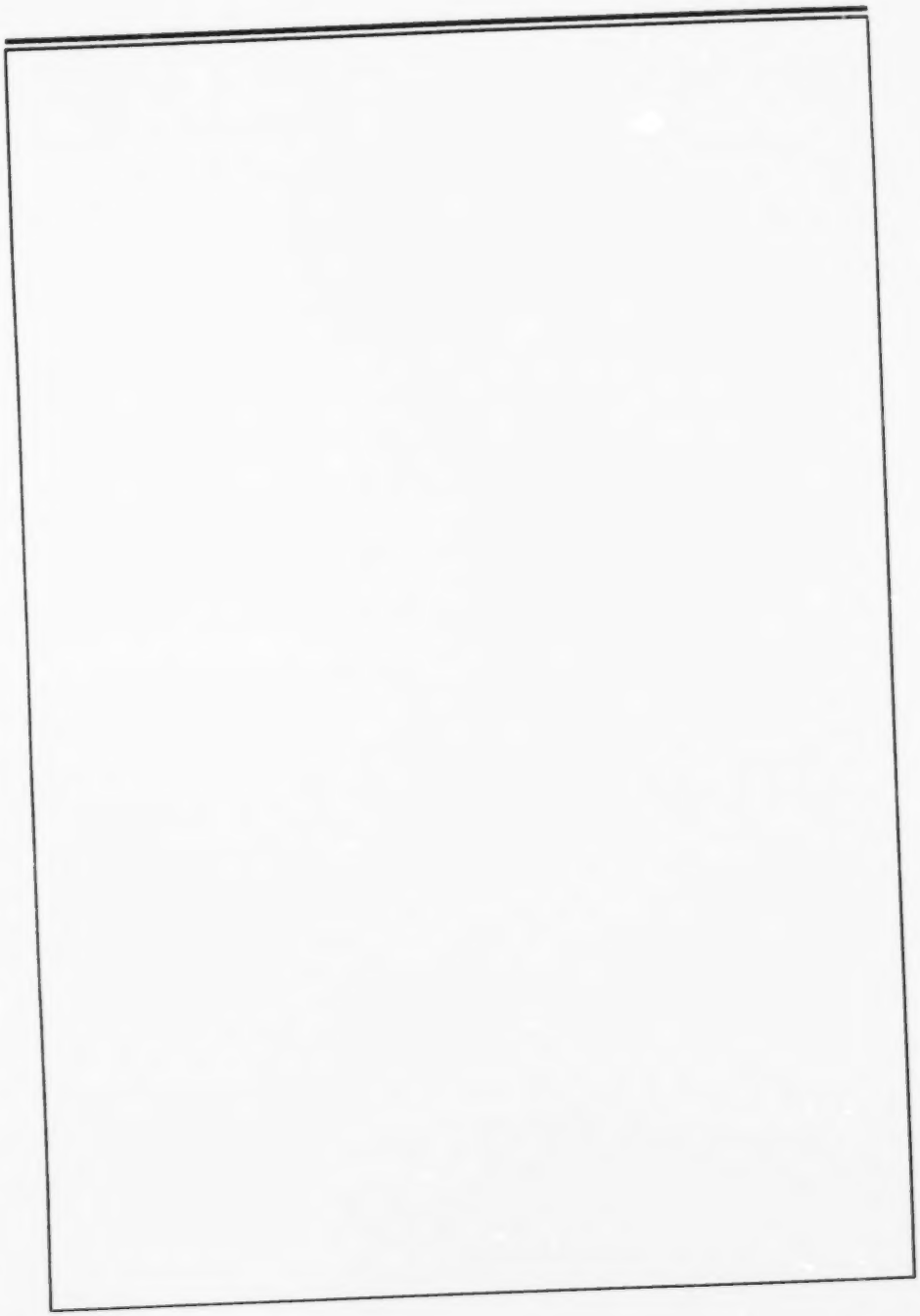
SERVICES TO BUSINESS

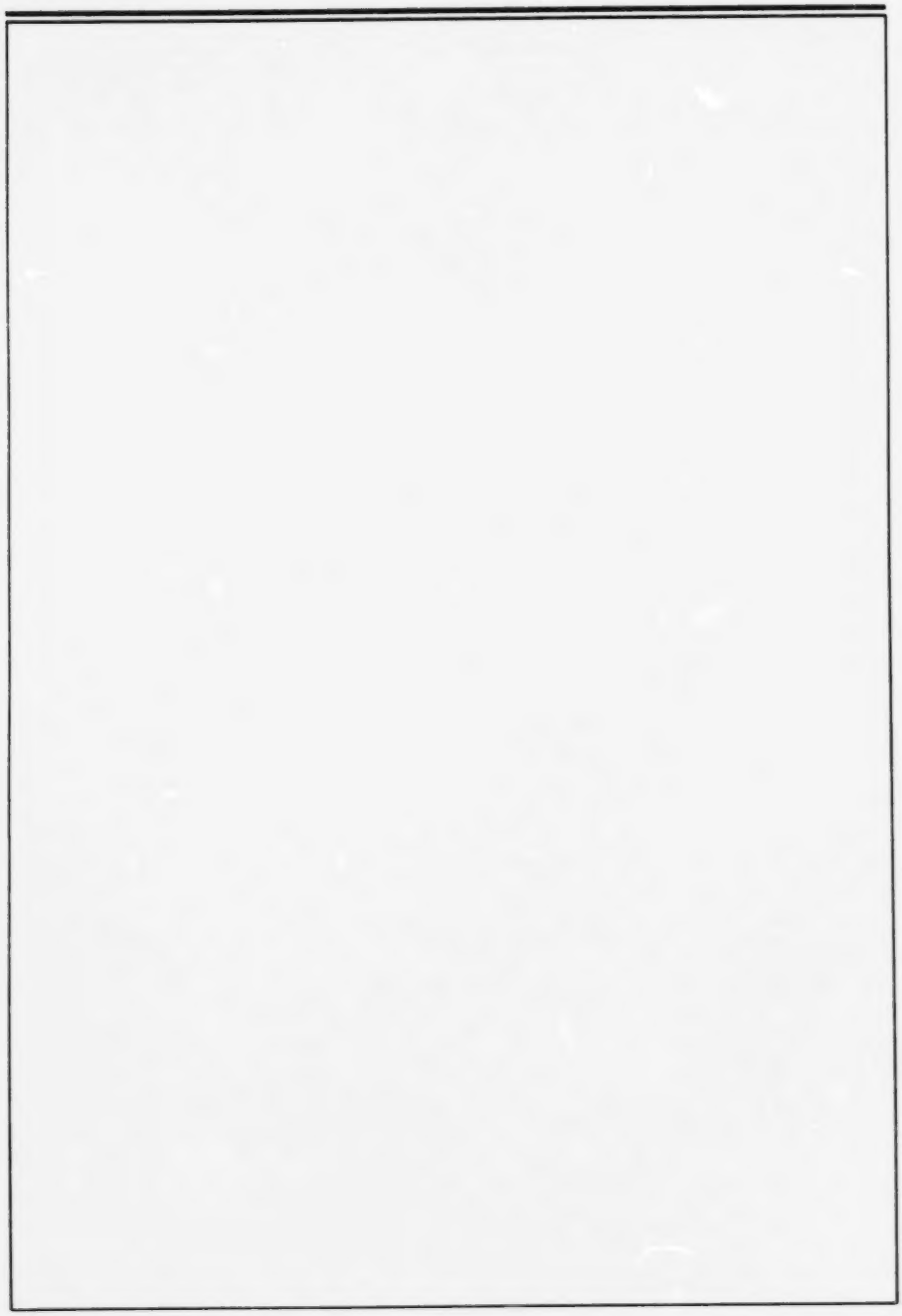
A GUIDE TO TERRITORIAL, FEDERAL AND OTHER SERVICES TO BUSINESS

Prepared by the
Small Business Development Section
Commerce Division
Department of Economic
Development & Tourism
Government of the N.W.T.



Services to Business Handbook

- This handbook is a combination of as many, reasonable and applicable, federal, territorial, and other programs and services available to existing and potential businesses in the Northwest Territories.
- Resource material for this handbook are comprised of the most recent publications and brochures on programs and services offered by the above mentioned sources. It is assumed that all programs/services are current and in effect. However, it may be possible that some have been discontinued since publication date.
- Additional "hidden" programs/services may not have been included since they are not currently in effect, have not been advertised or indicated publicly, or are not applicable in the N.W.T.
- An applicable selection of assistance programs/services to manufacturing, industry and R. and D. firms is included to hopefully stimulate awareness in this sector which is lacking in the N.W.T. economy. A few export assistance programs/services are included for the same purposes.
- The nature and eligibility of programs/services ranges from general to specific depending on program/service. In all cases further information should be obtained, regardless, before making application.
- The addresses are as current and local as could be determined from available resource materials. Some may be outdated (i.e. federal programs based in Ottawa), others may have a more local or specific address. In all cases the address given should provide information and or directions.
- This handbook was intended to be as flexible and basic as possible. As such it covers a useful range of those programs/services available without being too ponderous or confusing.



The following is a list of Territorial and municipal organizations that may prove useful to various businesses and individuals in the Northwest Territories.

Chamber of Commerce:

N.W.T. — (Yellowknife) Box 906, YK. 873-3131
Yellowknife — Box 906, YK. 873-3131
Inuvik and District — Box 1755, Inuvik, N.W.T.
Hay River — Box 1278, Hay River, 874-2565
Frobisher Bay
Keewatin, Rankin Inlet

Associations:

N.W.T. Aviation Council
N.W.T. Hotel Association
N.W.T. Chamber of Mines, Box 2818 YK. 873-5281
"Down North" Good Roads Association
Inuvik and District Aviation Council
N.W.T. Motor Transport Association, Box 506 YK. 873-2831
Territorial Farmers Association
N.W.T. Association of Municipalities, Box 1529 YK. 873-8359
N.W.T. Outfitters Association
N.W.T. Fishermans Federation
Travel Industry Association of the N.W.T., Box 506 YK. 873-2122
N.W.T. Construction Association
Institute of Chartered Accountants of the N.W.T.
N.W.T. Arts and Crafts Council
C.G.A. Association of the N.W.T.
Baffin Region Inuit Association
Keewatin Inuit Association
Kitikmeot Inuit Association
Northern Air Transport Association, Yellowknife, 920-2985
N.W.T. Public Works Association
Snowdrift Fishermans Association
Hay River and Area Economic Development Corporation, Hay River 874-2400
YK Independent Cab Owners Association
N.W.T Hunters and Trappers Association
Priorities North
Baffin Regional Hunters and Trappers Association
N.W.T. Lumber Grade Stamp Association

FOREWORD

This handbook is published by the Government of the N.W.T., Department of Economic Development and Tourism, to serve as a guide to the assistance programs which are available to the N.W.T. business community, from the Territorial and Federal governments, and various other agencies. It is oriented particularly to the needs of the small and medium sized enterprise; Government branches and programs which offer direct services and information to business are included. Some regulatory and licensing functions are also included. A brief description accompanies each Service or Program. The mailing address is provided to assist the interested person in contacting the appropriate government department or agency.

If further assistance is required regarding this guide, please contact:

Small Business Development Section
Commerce Division
Department of Economic Development and Tourism
2nd Floor Laing Building
Yellowknife, N.W.T. X1A 2L9
Telephone: (403) 873-7229

INTRODUCTION

This handbook was written for the business owner, manager or persons wishing to establish a business. Therefore, the following programs and services have been organized to answer the questions business people ask most often about government programs and services.

- What advice can I get in starting a new business?
- What help can I get in financing my business?
- What is available in the areas of research and development, and innovational incentives?
- What assistance can I get in marketing my products?
- What help is there if I have to adjust to major market changes?
- What special help is available for specific or slow-growth sectors?
- What particular measures are available to help small business?

In response to each of these questions the handbook describes financial assistance programs and the range of services provided by government to business. It also indicates the mix of assistance available, explains who is eligible and indicates where to contact for information or application.

How to get information and assistance

There are 5 ways to get the information you need, and to obtain help in making your application:

1. This handbook — Services to Business
2. Business Information Centre Hot Line (Zenith 0-3200; or (403) 425-7063)
3. Your Local Representatives of the G.N.W.T. Department of Economic Development and Tourism (A.E.D.O.'s & B.D.O.'s)
4. The Federal Business Development Bank in Yellowknife
5. Local Offices of the applicable Government Departments (i.e.: Regional Economic Expansion, Employment and Immigration, Industry, Trade and Commerce)

INDEX

I. Financial Assistance Programs..... 13

A. General Financial Assistance Programs

i) Territorial Government Programs: G.N.W.T.

1. Small Business Loans and Guarantees Fund
2. Eskimo Loan Fund
3. Interim Subsidiary Agreement, G.D.A.
4. Assistance to Industry Program
5. Special Agricultural and Rural Development Agreement — Special ARDA.
6. Regional Development Incentives Act — R.D.I.A.

ii) Federal Government Programs:

1. Commercial Bank Financing
2. Federal Business Development Bank
3. Indian Economic Development Fund
4. Canada Community Development Program
5. Enterprise Development Program
6. Special Assistance to General and Special Trade Contractors
7. Design Assistance to Business
8. Regional Development Incentives for Designated Regions
9. Special Investment Tax Credit for Areas of Greatest Disparity
10. Small Business Loans Act

B. Specific Industry Financial Assistance Programs

i) Territorial Government Programs: G.N.W.T.

1. Outpost Camps Assistance
2. Trapper's Assistance
3. Trapper's Incentive Grants
4. Arts & Crafts Service — Small Business Development

ii) Federal Government Programs:

1. Fisheries Improvement Loans
2. Fishing Vessel Insurance
3. Small Craft Harbours
4. Financial Assistance for Films
5. Prospectors Assistance

6. Canada Council Grants (Arts)
7. Fashion Design Assistance
8. Canada Mortgage and Housing Corporation
9. Price Support for Fish
10. Feed Freight Assistance

C. Export Financial Assistance

i) Federal Government Programs

1. Export Development Corporation
2. Program for Export Market Development

II. Research Development and Information; Programs and Services 29

A. Industry and Commerce

i) Territorial Government Programs: G.N.W.T.

1. Statistical Information Service

ii) Federal Government Programs:

1. Technical Information Service
2. Canadian Institute for Scientific & Technical Information
3. Canada Patent Office
4. Canadian Patents & Development Limited
5. Trade Marks Office
6. Industry Energy Research & Development
7. International Bureau
8. Computer Aided Design
9. Co-operative Projects with Industry
10. Unsolicited Proposals for Research and Development
11. Support for Research & Innovation
12. Statistics Canada
13. Machinery Program
14. Industrial Research Assistance Program
15. Industry/Laboratory Program

B. Natural Resources

i) Federal Government Programs:

1. Development & Demonstration of Resource & Energy Conservation Technology
2. Renewable Energy & Conservation Development & Demonstration

III. Marketing Services 38

i) Territorial Government Program: G.N.W.T.

1. Marketing Service — Commerce Division
2. Office of Tourism & Parks
3. Contribution Program for Tourist Accommodation in Remote Communities
4. Contribution Program for Tourist Promotion for Communities

ii) Federal Government Programs:

1. Canadian Commercial Corporation
2. Canadian Government Office of Tourism
3. Trade Commissioner Service

IV. Management and Consulting Services 42

i) Territorial Government Programs: G.N.W.T.

1. Small Business Development — Commerce Division
2. Co-operative Development
3. Canadian Executive Services Overseas (CESO)

ii) Federal Government Programs:

1. Canada Development Corporation
2. C.A.S.E. Program — F.B.D.B.
3. Interfirm Comparison Program
4. Economic Policy & Analysis
5. Consumer & Corporate Affairs

V. Manpower and Labour Services and Programs 46

i) Territorial Government Programs: G.N.W.T.

1. Apprenticeship Training
2. On-The-Job-Training
3. Orientation Training
4. Community Labour Pool
5. Employment and Career Exhibitions
6. Territorial Employment Record Information System
7. Workers Compensation

ii) Federal Government Programs:

1. Canada Manpower Industrial Training Programs
2. Canada Employment & Immigration Commission
3. Critical Trade Skills Training
4. New Technology Employment Program
5. Small Business Management Training
6. Labour Canada
7. Unemployment Insurance Commission
8. Canada Manpower Training Program
9. Canada Employment Centres

VI. Income Tax Incentives 54

i) Federal Government Programs:

1. Investment Tax Credit
2. Research and Development
3. Accelerated Capital Cost Allowance for Manufacturing and Processing Industries
4. Inventory Allowance
5. Special Rate for Corporate Manufacturing and Processing Profits
6. Special Tax Rates for Incorporated Small Businesses
7. Employment Tax Credit

VII. General Information Services and Programs 58

i) Territorial Government Programs: G.N.W.T.
1. Metric Conversion

ii) Federal Government Programs:
1. Freshwater Fish Marketing Corporation
2. Government of Canada Geological, Mineral Exploration and Mining Services
3. Canada Post Business Services, Publications & Information
4. Canada Post Office Services
5. Small Business Secretariat
6. Surplus Equipment — Crown Assets Disposal Corporation
7. Weather Information Services
8. Canada Transport Commission
9. Transport Canada
10. Canada Land Inventory — Land Use
11. Health and Welfare Canada

I. Financial Assistance Programs

G.N.W.T. Business Loans and Guarantees Fund.

Nature

The Government of the N.W.T. administers this Fund to provide term loans and loan guarantees to business enterprises in the N.W.T. where the required credit or other financial assistance is not available from other sources on reasonable terms and conditions. Loans and bank loan guarantees are limited to a maximum of $500,000 and a term of 15 years for the purposes of financing the purchase, installation, renovation, improvement, or expansion of equipment, inventory, or premises and in certain areas, working capital used or to be used in carrying on a business enterprise.

Eligibility

New or existing businesses in the N.W.T.

Address

Superintendent of Economic Development & Tourism, Cambridge Bay, Frobisher Bay, Fort Smith, Inuvik, Rankin Inlet or Secretary Business Loans & Guarantees Fund, Department of Economic Development and Tourism, Yellowknife, N.W.T. Telephone 403-873-7516.

Eskimo Loan Fund (E.L.F.)
Eskimo Economic Development Contributions (E.E.D.C.)

Nature

This program provides funding for direct loans and loan guarantees for commercial enterprises operated by Inuit or Inuit controlled organizations. Purposes include establishment of commercial business, additional working capital to existing businesses, building construction, purchase or renovation, purchase of vehicles and aircraft to be used for commercial purposes. Eskimo Economic Development Contributions may be granted in conjunction with E.L.F. loans. There is no prescribed limit for contributions, each case will be decided on its own merits.

Eligibility

Eskimos, Eskimo co-operatives, companies, etc.

Address

Superintendent, Department of Economic Development and Tourism, GNWT, Cambridge Bay, Fort Smith, Frobisher Bay, Inuvik, Rankin Inlet, Yellowknife, N.W.T. X1A 2L9 or Secretary, Eskimo Loan Fund Advisory Board, Department of Economic Development and Tourism, GNWT, Yellowknife, N.W.T. X1A 2L9. Telephone 403-873-7516.

Interim Subsidiary Agreement (G.D.A.)

Nature

The G.D.A. Program provides, through subsidiary agreements, a higher standard of living, quality of life and equality of opportunity for northern residents. Using the combined funding sources of the G.N.W.T., D.R.E.E. and D.I.A.N.D. the G.D.A. currently finances subsidiary agreement projects and programs in the following areas:
Tourism; Promotion and Development
Renewable Resources; Intersettlement Trade, Fur Wildlife and Fisheries, Forest Marketing study
Job Rotation; Pilot Projects
Community Based Planning
Economic Development Strategy
Administration and Review.

Eligibility

N.W.T. residents and businesses planning to establish or expand operation in this area.

Address

Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9 or Department of Regional Economic Expansion (D.R.E.E.), Government of Canada, P.O. Box 6100, Yellowknife, N.W.T. X1A 1C0. Telephone 873-6225.

Assistance to Industry (G.N.W.T.)

Nature

This program is designed to provide contributions to private businesses, umbrella organizations and to government projects destined for private ownership. There is an element of flexibility to meet requirements for immediate interim financing, seed capital, or funds to complement development loans.

Eligibility

N.W.T. residents and businesses planning to establish or expand operation in this area.

Address

Commerce Division, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7229.

Special Agricultural Rural Development Agreement (Special ARDA)

Nature

This joint federal-territorial program can provide financial contributions and other assistance to projects which create new jobs, increase income and improve living conditions of residents of the Northwest Territories, particularly those of Indian or Inuit ancestry. Types of eligible projects include commercial businesses resource harvesting, training and special measures needed to help people take advantage of job opportunities. For commercial projects contributions of up to 50% of the costs may be provided.

Eligibility

For commercial projects a majority of employees must be of Indian or Inuit ancestry. Viability of the proposal is a strong consideration. Priority is given to proposals incorporating Native entrepreneurship.

Address

Superintendent, Department of Economic Development and Tourism, Government of the N.W.T., Fort Smith, Inuvik, Rankin Inlet, Frobisher Bay, Cambridge Bay, N.W.T. or Manager, Department of Regional Economic Expansion, P.O. Box 6100, Yellowknife, N.W.T. X1A 1C0 or Co-Secretary, Special/ARDA, Department of Economic Development and Tourism, Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7516.

Regional Development Incentive Program (R.D.I.P.)

Nature

The Federal Government provides incentive contributions and loan guarantees to certain manufacturing and processing businesses willing to establish, expand or modernize their facilities. Incentives depend on size and nature of the project. Most manufacturing and processing industries may qualify for contributions and loan guarantees. Certain new commercial facilities may qualify for loan guarantees only.

Eligibility

Firms planning to establish, expand or modernize manufacturing or processing facilities may qualify for incentives. Loan guarantees may be available to certain commercial projects including business offices, warehousing and freight handling facilities, shopping centres, hotels or motels, convention, recreation and research facilities.

Address

Department of Regional Economic Expansion, 10th Floor, Precambrian Building, P.O. Bag 6100, Yellowknife, N.W.T. X1A 1C0. Telephone (403) 873-6225.

Commercial Bank Financing.

Nature

Provides financial Service through Banks and other traditional financial institutions. These services are provided for a multitude of purposes to a broad cross section of the population individually or in business enterprises. These sources of financing must be approached initially since many government financial services require that bank refusals be obtained before an application will be considered.

Eligibility

Individuals and Business Enterprises

Address

Contact a Chartered Bank.

Federal Business Development Bank

Nature

Extends Financial Assistance to new or existing business of almost every type in Canada which do not have other sources of financing available to them on reasonable terms and conditions. Management Services provided to help improve management skills; seminars conducted in smaller centres to meet the needs of the owners and managers of small businesses; sponsors and supports conferences to promote good management practices; develops management training courses for distribution to provincial education authorities. Information Services publishes and distributes booklets on a wide range of topics pertaining to small business; distributes bulletins on business at branch offices with a variety of publications on small business management.

Eligibility

Financing available to most Canadian companies (with emphasis on the needs of the small business) by means of loans, loan guarantees, equity financing or leasing, or by any combination of these methods.
Ranges in size from a few thousand dollars upward. Business may obtain FBDB assistance on more than one occasion if they meet its requirement.

Address

Federal Business Development Bank, 5202 Franklin Avenue, Yellowknife, N.W.T. Telephone (403) 873-3565.

Indian Economic Development Fund

Nature

The program provides advice, assistance and financial support in the field of economic development to Indian people, individually or groups. Financial support in the form of an accountable contribution may be made available for socio-economic research and planning for business development, in such items as capital costs, equity and technical costs. Financing in the form of direct and loan guarantees also form part of the program, on a last resort basis.

Eligibility

The program's primary mandate is to deal with status (Treaty) Indians either individually or as a group. The program can participate with non-status Indians where community based issues are involved, and where it can be established that significant meaningful benefits will accrue to status Indians.

Address

Economic Development Section, Indian and Inuit Affairs Program, P.O. Box 2760, Yellowknife, N.W.T. Telephone 920-8281 or P.O. Bag Service No. 1, Inuvik, N.W.T. Telephone 979-7227.

Canada Community Development Program (CCDP)

Nature

The CCDP is designed to allow communities to undertake projects of lasting value which also have the benefit of supplying work to persons who would not otherwise be employed.

Address

Canada Employment and Immigration, Bag Service 1170, Yellowknife, N.W.T. Telephone (403) 920-8411 or Canada Employment and Immigration Commission, Room 610 Manulife Building, 10055 - 106 Street, Edmonton, Alberta T5J 2Y2. Telephone (403) 425-4582.

Enterprise Development Program

Nature

The EDP is primarily designed to assist small and medium sized firms undertaking relatively high risk innovative or adjustment projects. EDP provides support by sharing project costs or providing insurance on term loans on a last resort basis. Assistance is available in several forms.

Eligibility

Requirements basically relate to the natures and viability of the project, the viability of the applicant's business operation, the need for assistance and the nature of the industry involved.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Avenue, Edmonton, Alberta T5J 2W8.

Special Assistance to General and Special Trade Contractors

Nature

The program provides an extension of EDP loan insurance and other benefits to general and special trade contractors, especially those who want to improve their position on the international market and who are interested in constructing turn-key operations.

Address

Enterprise Development Board, Department of Industry, Trade and Commerce, 235 Queen St., Ottawa, Ontario K1A 0H5.

Design Assistance to Business

Nature

Design Canada programs encourage Canadian design and product development through management training, technical assistance, information seminars and development of the design professions. The program provides a confidential directory of designers, design research, financial assistance for design education, advisory services and promotion, recognition and awards for design. Short courses in management training are available to executives responsible for design policy and activity.

Eligibility

Small and medium sized Canadian businesses interested in product development and improvement.

Address

Design Canada - 62, Department of Industry, Trade and Commerce, Ottawa, Ontario K1A 0H5.

Regional Development Incentives for Designated Regions

Nature

The department offers cash incentives to firms that establish, expand or modernize facilities in designated regions. Most manufacturing and processing industries are eligible for the development incentives and loan guarantees. Development incentives, usually in the form of outright grants, are available. The Department guarantees loans made to firms in order to help them obtain favourable financing terms.

Address

Industrial Incentives Branch, Department of Regional Economic Expansion, Ottawa, Ontario K1A 0M4.

Special Investment Tax Credit for Areas of Greatest Disparity

Nature

This program is aimed at the areas of greatest disparity and covers 5% of the population of Canada. The tax credit is 50% of the eligible capital cost of assets acquired primarily to manufacture and process products.

Address

Industrial Incentives Branch, Department of Regional Economic Expansion, Ottawa, Ontario K1A 0M4.

Small Business Loans Act

Nature

The department of Industry, Trade and Commerce guarantees loans made to small businesses whose gross annual income does not exceed $1.5 million during the year in which the loan is made or, in the case of a new firm, if the established income in the first financial period (at least 55 weeks) does not exceed $1.5 million.

Address

Bank Manager or The Department of Industry, Trade and Commerce, 235 Queen St., Ottawa, Ontario K1A 0H5.

Outpost Camps Assistance

Nature

Financial assistance may be provided to groups or individuals who wish to live off the land, and follow their traditional lifestyle.

Eligibility

Holders of N.W.T. general hunting licenses who are residents in the N.W.T.

Address

Department of Renewable Resources, N.W.T. Wildlife Service, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9.

Trappers Assistance Program

Nature

This program is designed to provide loans to trappers for outfitting of the coming season's activities and to assist trappers to reach their areas. Maximum loan available is $1,500 per trapper.

Eligibility

Holders of N.W.T. general hunting licenses who are residents in the N.W.T.

Address

Department of Renewable Resources, N.W.T. Wildlife Service, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9.

Trappers Incentive Grants

Nature

This program is designed to assist trappers by providing a fur subsidy at the beginning of the trapping season, calculated on the previous seasons fur sales.

Eligibility

Holders of N.W.T. general hunting licenses who are residents in the N.W.T.

Address

Department of Renewable Resources, N.W.T. Wildlife Service, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9.

Arts and Crafts Service
Small Business Development Section
Commerce Division, G.N.W.T.

Nature

The Small Business Development Section of the GNWT Commerce Division supports the Arts and Craft Industry through the provision of advice and assistance in opportunity awareness, project and product development, and provides a liaison between producer and consumer and between the various organizations involved in the industry. The emphasis for development encourages artists and craftsmen to meet their needs through their own organizations.

Eligibility

All artists and craftsmen in the N.W.T.

Address

Arts and Crafts Officer, Small Business Development Section, Commerce Division, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9, 873-7362.

Fisheries Improvement Loans

Nature

The Federal Government guarantees loans made to Fishermen by chartered banks and other approved lenders for a wide range of fisheries improvement projects. Loans can be guaranteed for:
Purchase and/or construction of vessels and equipment.
Major repair or overhaul of vessels.
Construction, repair, or alteration of buildings required by a primary fishing enterprise.
Development and improvement of a fishing enterprise.

Eligibility

Fishermen and owners of fishing vessels and buildings involved in fishing enterprises.

Address

Department of Fisheries and Oceans, Government of Canada, P.O. Box 2310, Yellownife, N.W.T. Telephone (403) 873-5831.

Fishing Vessel Insurance

Nature

The fishing Vessel Insurance Plan provides low cost insurance for fishing vessels. The plan provides total or partial loss coverage of vessels based on appraised value of the hull and machinery. Premium rates depend on the construction, condition, age and equipment of each vessel, qualifications of the crew, previous fishermen's insurance-risk record, types of fishing activities in which the vessel engages and its area of operations. Electronic Equipment may also be covered as well as third party collision liability for additional premium.

Eligibility

Owners of Canadian vessels with a value of $500.00 or more which are involved in a commercial fishery.

Address

Department of Fisheries and Oceans, Government of Canada, Box 1008, Hay River, N.W.T. X0E 0R0. Telephone (403) 874-2334.

Small Craft Harbours

Nature

This program is intended to assist existing tourists resort operations which are recognized as main economic activities within their immediate communities, where construction of facilities will have a stimulating effect on the development of a tourist industry, or where location provides access to national historic sites. The program is also available for the construction of commercial fishing wharf facilities.
Funds may be provided for new wharfs and/or launching ramps as an initial and one time expenditure. The maximum expenditure is $15,000.00.

Eligibility

Local authorities or operators of eligible tourist facilities.

Address

Department of Fisheries and Oceans, Government of Canada, P.O. Box 2310, Yellowknife, N.W.T. Telephone (403) 873-5831.

Financial Assistance for Film Programs

Nature

To foster and promote the development of a feature film industry in Canada. To develop all types of expertise in film productions for theatres. Financial assistance can be in the form of direct investment awards or loans.

Eligibility

Canadian feature films, Canadian feature film productions and Canadian producers.

Address

Canadian Film Development Corporation, P.O. Box 71, Tour de la Bourse, Montreal, Quebec H4Z 1A8. Telephone (514) 283-6363.

Prospectors Assistance

Nature

This program is intended to encourage the search for minerals in the N.W.T. and Yukon. The Prospectors Assistance Board provides assistance through service contracts with eligible prospectors. It includes advance payments at the beginning of the season to a maximum of $3,500.00 grant; travel cost may not exceed $2,000 and other costs $500.00. Each contractor may also receive 15 free assays.

Eligibility

Anyone 21 years and over.

Address

Department of Indian Affairs and Northern Development, Box 1500, Yellowknife, N.W.T. X2A 2R3.

Canada Council Grants

Nature

The Canada Council provides assistance to individuals and organizations involved in the performing and visual arts and related publications. Performing Arts — Arts organizations may receive grants toward their operating costs or special projects. Subsidies, technical assistance and support services are also provided to encourage touring by artists and companies. Visual Arts — Grants are awarded to public galleries, galleries operated by professional artists, print workshops and professional independent producers in both film and video. Publications — Assistance is provided to majority Canadian-owned publishing houses, literary and arts periodicals and national publishers associations.

Eligibility

Individuals and organizations involved in the development, performance, and encouragement of the arts in Canada.

Address

Canada Council, Ottawa, Ontario K1A 5G5.

Fashion Design Assistance Program (FDAP)

Nature

The Fashion Design Assistance Program is intended to advance the development of Canadian fashion talent and to strengthen the innovative fashion design potential in the Canadian textiles and apparel industries. The program promotes the recognition of Canadian designers both at home and abroad, and encourages the acceptance of Canadian fashion design in domestic and international markets.

Eligibility

Canadian Fashion industry.

Address

Fashion/Canada, Department of Industry, Trade and Commerce, Ottawa, Ontario K1A 0H5. Telephone (513) 995-6287.

Canada Mortgage and Housing Corporation

Nature

CMHC is a federal crown corporation in charge of administering the National Housing Act. Federal assistance for home ownership housing and rental projects built by private entrepreneurs is provided through a system of mortgage insurance. Under this arrangement, loans are advanced by private approved lenders and a guarantee on their investment is provided by CMHC. Borrowers can usually obtain a longer repayment period and a lower rate of interest than is available in the conventional lending field. Direct loans are also made for home ownership where assistance is not available from the approved lenders.

Eligibility

Insured mortgage loans are normally available to individual home-owner applicants, to builders constructing houses, and to some special groups such as cooperative housing associations. Also available for existing housing which the purchaser intends to occupy. Direct loans are usually only available in small towns, rural areas, and other remote parts of Canada not normally serviced by approved lenders.

Address

Canada Mortgage and Housing Corporation, Box 2460, Yellowknife, N.W.T. X1A 2P8. Telephone 873-2637.

Price Support for Fish

Nature

The Fisheries Price Support Board is responsible for investigating and recommending appropriate action to support prices of fisheries products where declines have been experienced. This is an attempt to protect fishermen against sharp declines in prices and consequent loss of income due to causes beyond their control. The Board is empowered to purchase fisheries products at prescribed prices or pay deficiency payments to producers of fishery products equal to the difference between a prescribed price and the average price at which such products are sold. The deficiency payments are made through the Fresh Water Fish Marketing Corporation.

Eligibility

Fishermen and producers of Fishery products.

Address

Department of Fisheries and Oceans, Government of Canada, P.O. Box 2310, Yellowknife, N.W.T.

Feed Freight Assistance.

Nature

A rate of assistance of $50.00 per metric tonne on the movement of eligible feed grains from the Prairie Region to all destinations in the Northwest Territories is available through this program.

Eligibility

Any N.W.T. Farmer.

Address

Mr. G. R. de Cotret, Director General, Program Co-ordinator, Box 177, Snowdon Station, Montreal, Quebec H3X 3T4. Telephone (514) 283-7505.

Export Development Corporation (EDC)

Nature

The Export Development Corporation is a federally owned commercial enterprise that provides financial facilities to assist Canada's export trade. It has assets well in excess of $3.7 million and lending, insurance and guarantees capacities of nearly $26 billion. EDC operates to help Canadian exporters remain competitive in world markets. It does this by providing insurance, loans, guarantees, and other services.

Eligibility

Canadian Business and Industry.

Address

Export Development Corporation, Western Region Office, Suite 1030, One Bentall Centre, 505 Burrard Street, Vancouver, B.C. V7X 1M5. Telephone (604) 688-8658.

Program for Export Market Development.

Nature

This program provides incentives for Canadian firms to enter or expand foreign markets. It shares with the business community the financial risk of entering foreign markets by providing contributions of up to 50% of the costs incurred in breaking into new markets. The contributions are repayable if sales are achieved.

Eligibility

Any Canadian supplier of goods and services interested in developing new export markets.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Avenue, Edmonton, Alberta T5J 2W8.

II. Research Development and Information; Programs and Services

Statistical Information Service

Nature

On request, the bureau will provide statistical information provided materials are readily available and no major staff effort is required. Publications are also available at nominal cost.

Eligibility

No restrictions.

Address

Bureau of Statistics, Government of N.W.T., Yellowknife, N.W.T. X1A 2L9.

Technical Information Service

Nature

The T.I.S. provides assistance to industry through four inter-related programs: Science and Technological Advisory Service — offers assistance to companies to improve their technical expertise and efficiency. Manufacturing sciences and Technology service — assists with production and productivity improvement. Technical Awareness Service — keeps industry aware of technological developments pertinent to their interests. Science and Engineering Student Program — offers aid to industries in project work.

Address

Technical Information Service, National Research Council of Canada, Montreal Road, Building M-55, Ottawa, Ontario K1A 0S3. Telephone (613) 993-1753.

Canada Institute for Scientific and Technical Information (CISTI)

Nature

This is Canada's focal point for storing and retrieving scientific and technical information. This knowledge is derived from millions of reference sources contained in an outstanding library and a computer that is fed data from Canada, U.S.A. and Europe. CISTI can provide regular reports, on-line access to its own computer and copies of the material in its library.

Eligibility

Anyone with a need for scientific and technical information.

Address

Canada Institute for Scientific and Technical Information, Montreal Road, Ottawa, Ontario K1A 0S2. Telephone (613) 993-1600.

Canada Patent Office

Nature

The Canada Patent Office administers the Patent Act which grants a 17 year exclusive right to an inventor to make use and sell his or her invention in Canada. In return for this right, the inventor is required to make public a full description of the invention. The Patent Office Library contains information on Canadian and Foreign patents, international journals and bulletins. A weekly publication with brief descriptions of inventions patented is available. Copies of patents are offered for sale through Micro Media Ltd., 165 Hotel de ville, Hull, Quebec J8X BX2.

Eligibility

Any interested parties.

Address

Canada Patent Office, Consumer and Corporate Affairs Canada, Place du Portage, Ottawa, Ontario K1A 0C9.

Canadian Patents and Development Limited (CPDL)

Nature

Canadian Patents and Development Limited is a Crown Corporation responsible for arranging the commercial exploitation of inventions arising from government funded research carried out by government departments, universities and public research institutions. In this capacity, CPDL screens disclosures from its various sources, and arranges to patent those deemed to have commercial potential.

Eligibility

Businessmen interested in technology that is available through the CPDL.

Address

Licensing Existing Inventions, Canadian Patents and Development Limited, 275 Slater Street, Ottawa, Ontario K1A 0R3. Telephone (613) 996-5736.

Trade Marks Office

Nature

The Trade Marks Office administers the Trade Mark Act which gives an owner a renewable 15 year monopoly on use of a trademark applied to wares or services. The Trade Mark Search Room maintains records of registered trade marks, pending and refused applications for registration, and Registered Users licensed by trade mark owners to use their marks. A weekly publication is available by subscription which summarizes the above information, notices and other items.

Eligibility

Any interested parties.

Address

Trade Marks Office, Consumer and Corporate Affairs Canada, Place du Portage, Ottawa, Ontario K1A 0C9.

Industry Energy Research and Development Program

Nature

This program is intended to encourage research and development of new and improved processes and equipment which will reduce energy consumption in industry and ensure the widest possible use of this technology. This program may contribute up to 50% of the total estimated cost of approved projects.

Eligibility

All Canadian Companies, consulting firms, trade and research associations, formal and informal groupings of companies and individuals.

Address

Department of Industry Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Telephone Zenith 83200.

International Bureau

Nature

Projects and improves the access of Canadian goods to export markets. Supplies details on rates of duty, import restrictions, documentation requirements, and other foreign government measures affecting Canadian exports. Provides information on economic and trading conditions in all parts of the world and assistance in planning visits to foreign markets.

Eligibility

Canadian exporters.

Address

Department of Industry, Trade and Commerce, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Telephone (403) 420-2944.

Computer Aided Design (CAD)

Nature

This program develops and promotes the use of computer aids in building design. Software development emphasis has been on interactive alphanumeric and graphic interfaces that make the system easier to use by non-computer-orientated building designers.

Eligibility

Consultants and building designers.

Address

CAD Centre, Public Works Canada, Riverside Drive, Ottawa, Ontario K1A 0M2.

Cooperative Projects with Industry (COPI)

Nature

This program is designed to assist in the transfer of research results from federal government laboratories to situations where there are important opportunities for Canadians industrial exploitation. Presently participating Departments are Communications; Energy, Mines and Resources; Environment; Fisheries and Oceans and Agriculture. The government provides assistance in developing new products from government research results.

Eligibility

Projects are identified by the department concerned and have contracts offered to Canadian companies having appropriate development and marketing capabilities.

Address

Contact Office of participating department in your area.

Unsolicited Proposals Program

Nature

The unsolicited Proposals Program permits the government to respond promptly and consistently to sound and unique unsolicited proposals from the private sector in support of government science and technology missions. The aims of the program are to encourage industry to contribute to the accomplishment of government goals and to increase governments appreciation of Canadian industry capabilities. In order to be accepted in principle, an unsolicited proposal must meet the following criteria: the proposal must be sponsored by a department, the proposal must be judged to have scientific merit and to be technically feasible, and the proposal must be judged to be unique by the Science Centre.

Eligibility

Any Canadian firm capable of performing the proposed activity.

Address

Science Center, Department of Supply and Services, Ottawa, Ontario K1A 0S6. Telephone (819) 997-6368.

Support for Research and Innovation

Nature

A group of researchers was organized to increase resources available to industry for specialized research and the provision of technical advice. Clients pay full costs of research. Advice on government assistance to business programs is also available.

Eligibility

All interested parties.

Address

Professor R. E. Chant, Director, Office of Industrial Research, University of Manitoba, Winnipeg, Manitoba R3T 2N2. Telephone (204) 474-9463.

Statistics Canada — Business Statistics

Nature

Statistics Canada has a national responsibility for collecting and publishing statistical information needed by governments, industry and the general public to understand Canadian social and economic conditions. A free catalogue listing all publications is available on request. Data are published monthly, quarterly and annually, depending on topic. A great deal of this information is of direct use to individual firms in market studies and other types of business research. Stats Canada can provide data keyed to an enquirers specific business information needs as well as what information is available and how it can be best utilized.

Eligibility

Business, industry, the public and government.

Address

Statistics Canada, 215, 11010 - 101 St., Edmonton, Alberta T5H 4C5. Telephone 420-3027.

Machinery Program

Nature

This program provides for the remission of custom duties on imports of machinery not manufactured in Canada but of vital importance to the firm.

Address

Machinery and Equipment Advisory Board, Department of Industry, Trade and Commerce, 235 Queen St., Ottawa, Ontario K1A 0H5.

Industrial Research Assistance Program (IRAP)

Nature

Through this program the National Research Council analyzes research projects submitted by industry and shares the cost of selected research projects. The objective is to increase research in Canada in situations where it leads to high business effectiveness with economic benefits to Canada.

Eligibility

Incorporated companies either provincially or federally engaged in activities based to a significant extent on technology derived from the physical and life sciences and engineering.

Address

General Manager, Industrial Research Assistance Program, National Research Council, Montreal Road, Ottawa, Ontario K1A 0R6. Telephone 993-0331.

Pilot Industry Laboratory Program (PILP)

Nature

This is a shared-cost program between the National Research Council (NRC) laboratories and industrial firms.

Address

National Research Council, Montreal Road, Ottawa, Ontario K1A 0R6.

Development and Demonstration of Resource and Energy Conservation Technology (DRECT)

Nature

DRECT assists the private sector, municipalities and provinces to develop and demonstrate equipment, systems or products designed to reduce waste; recover or recycle wastes; and save energy, especially the energy derived from non-renewable resources. Under the Program DRECT will pay up to 50% of the total estimated costs of an approved project.

Eligibility

Industries or organizations with appropriate proposals.

Address

DRECT Secretariat, Environment Protections Service, Environment Canada, Ottawa, Ontario K1A 1C8. Telephone (819) 997-2057.

Renewable Energy and Conservation Development and Demonstration

Nature

Cost sharing agreements provide funds to undertake projects in the development and demonstration of renewable energy resources and conservation measures. This program is intended to encourage development and demonstration of new technologies, products and services that use energy more efficiently.

Eligibility

Any Canadian business or individual.

Address

Department of Energy, Mines and Resources, Conservation and Renewable Resource Branch K1A 0E4. Telephone (613) 995-9447.

III. Marketing Services

Marketing Service — Commerce Division

Nature

The Small Business Development Section, Division of Commerce provides marketing support to N.W.T. businesses with information, advice, promotion, and various other services.

Eligibility

Any established N.W.T. business.

Address

Division of Commerce, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7229.

Office of Tourism and Parks

Nature

The Division of Tourism and Parks is responsible for tourism marketing, research, and facility development. The Section works in close cooperation with its private sector counterpart the Travel Industry Association. The Tourism Promotion Section maintains a library of promotional materials and photographs to facilitate requests for information. They work with the internal and external travel trade media in promoting the N.W.T. as a tourist destination. It produces and distributes publications listing tourist services available in the N.W.T. The Operation Section provides advice and assistance to potential tourist developers. It controls the granting of licenses to all tourist establishments outside of incorporated municipalities.

Address

Division of Tourism and Parks, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7903.

Contribution Program for Tourist Accommodation in Remote Communities

Nature

A Program for remote communities to provide financial assistance towards the capital requirements for the construction and improvement of tourist accommodations. The program also includes funds for training of management and staff. One contribution of $30,000 is available in each Region once each year for capital assistance. One contribution of up to $10,000 is available in each Region once each year for management and staff training. This is only available to communities that have received a capital contribution under the program.

Eligibility

Hamlets, settlements and unorganized communities having no commercial accommodation, or where minimal accommodation only exists.

Address

Regional Tourism Officer, Department of Economic Development and Tourism, Inuvik, Rankin Inlet, Frobisher Bay, Fort Smith, Cambridge Bay, N.W.T.

Contribution Program for Tourist Promotion for Communities

Nature

A program to provide financial assistance to communities to promote tourism at the local level e.g. visitor information centres, publication of tourism promotion materials, improvement of tourism service skills, and travel trade and media promotions, relating to the community. This is an annual matching contribution, on a percapita basis, depending on size of community, paid in arrears. Examples - Communities with a population of up to 499, the government will contribute 75% of the costs, in arrears, up to a maximum of $5.00/person - Communities of up to 999 population, the government will contribute 66% in arrears up to $3.00/person. - Communities over 1,000 the government will contribute 50% in arrears, up to $1.00/person.

Eligibility

All communities in the N.W.T.

Address

Regional Tourism Officer, Department of Economic Development and Tourism, Inuvik, Rankin Inlet, Fort Smith, Frobisher Bay, Cambridge Bay, N.W.T.

Canadian Commercial Corporation

Nature

The Canadian Commercial Corporation (CCC) is a Crown Corporation which was set up by an act of Parliament in 1946 to facilitate the development of trade between Canada and other nations. It is specifically charged with assisting persons in Canada to export or import goods and commodities. In all cases CCC becomes the prime contractor with the foreign customer and in turn subcontracts with Canadian firms. The CCC works with Canadian industry in a cooperative business partnership. The Corporation actively and promptly helps companies to develop bid positions recognizing the practicalities of dealing in the international competitive marketplace.

Eligibility

Any interested parties.

Address

Canadian Commercial Corporation, Head Office, 112 Kent St., Place De Ville, Tower B, 17th Floor, Ottawa, Ontario K1A 1E9. Telephone (613) 996-0034, Telex 053-4359.

Canadian Government Office of Tourism

Nature

Promotes Canada's Tourism abroad and encourages travel by Canadians within Canada. It works to ensure that the supply and demand aspects of tourism grow in a balanced fashion. It assists the Canadian tourism industry in improving its performance and aims to make the Canadian tourism product more competitive.

Eligibility

The public, business, and industry.

Address

Canadian Government Office of Tourism, Department of Industry, Trade and Commerce, 150 Kent Street, Ottawa, Ontario K1A 0H6. Telephone (613) 995-0001.

Trade Commissioner Service (TCS)

Nature

The Trade Commissioners Service provides assistance to Canadian exporters and helps foreign buyers to locate Canadian sources of supply. In addition to providing a link between buyer and seller, the Trade Commissioners act as export market consultants in all phases of marketing. Trade Commissioners supply up-to-date information on export market opportunities, and can assist in promotional projects.

Eligibility

Any Canadian business interested in developing foreign markets.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Avenue, Edmonton, Albert T5J 2W8.

IV. Management and Consulting Services

Small Business Development Section G.N.W.T. Commerce Division

Nature

The Small Business Development Section provides technical support to entrepreneurs within the N.W.T. Emphasis is placed on the provision of business management, financial and accounting advice to individual businesses and industrial organizations. This section also provides expertise and advice in establishing a business in the N.W.T.

Eligibility

Any interested parties.

Address

Small Business Development Section, Division of Commerce, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. Telephone (403) 873-7229.

Co-operative Development

Nature

The Department of Economic Development and Tourism is responsible for stimulating co-operative development within the N.W.T. By so doing, it provides legal and financial advice, and education on incorporation of co-operatives. The co-operatives provide assistance to business and the general public in the following manner: contracts for airstrip maintenance and upgrading, sub-contracts for building, rents equipment to contractors, assists in acquiring labour for contractors, contracts for freight and mail hauling, maintains restaurants and hotels, provides retail food, dry goods, hardware and taxi service. Municipally, co-ops provide sewage pickup, petroleum products and water delivery.

Eligibility

Any N.W.T. resident.

Address

Head, Co-ops and Commercial Enterprises, Small Business Development Section, Division of Commerce, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7365.

Canadian Executive Services Overseas (CESO)

Nature

CESO, in co-operation with the government of the N.W.T., provides volunteer consultants to industry, institutions, and governments in developing areas. The Canadian Native Program offers a broad range of services to improve the economic, educational, and social environment of Indian and Inuit people in the N.W.T.

Eligibility

Indian and Inuit people.

Address

HEAD, Small Business Development Section, Division of Commerce, Department of Economic Development and Tourism, Government of the N.W.T, Yellowknife, N.W.T. X1A 2L9 Telephone 873-7376.

Canada Development Corporation (CDC)

Nature

The program's objective is to help develop and maintain strong Canadian controlled and Canadian managed corporations in the private sectors; to widen investment opportunities to Canada; and to operate profitably and in the best interests of all shareholders. Invests in the equity of existing corporations in high growth areas with some degree of risk and with the potential for international market development.

Eligibility

Industries considered to be of greatest potential and importance to Canada's future economic development.

Address

Canada Development Corporation, Suite 2272, 200 Granville Street, Vancouver, B.C. V6C 1S4. Telephone (604) 682-0441 or Canada Development Corporation, Suite 2010, 145 King Street W., Toronto, Ontario M5H 1J8.

C.A.S.E. — Management Counselling — F.B.D.B.

Nature

Counselling Assistance for Small Enterprises (C.A.S.E.) is a management counselling service offered by the Federal Business Development Bank (F.B.D.B.). Retired business persons perform the counselling services. The program assists owners and managers of business enterprises, particularly those of smaller size to improve their methods of doing business.

Eligibility

Any proprietorship, partnership, or limited company conducting virtually any type of business enterprise in Canada can apply provided the enterprise has no more than 75 full time employees, and the enterprise has had prior discussions of its problems with appropriate business advisors. There is a nominal daily fee charged for each counsellor assigned.

Address

F.B.D.B., 5202 Franklin Avenue, Yellowknife, N.W.T. Telephone (403) 873-3565.

Interfirm Comparison Program

Nature

This program is designed to help business firms improve their productivity and profitability and thus become more competitive in domestic and international markets, to promote the use of productivity measurement techniques and to provide a better knowledge of the strengths and weaknesses of Canadian industry.

Eligibility

Any industrial sector desiring to systematically examine its productivity performance.

Address

Chief Interfirm Comparison (84), Programs Branch, Department of Industry, Trade and Commerce, 235 Queen St., 8th Floor East, Ottawa, Ontario K1A 0H5. Telephone (613) 995-0874.

Economic Policy and Analysis

Nature

Provides continuing assessment of current and prospective economic changes abroad affecting Canadian trade; makes estimates of changes in the structure of industries and markets; analyzes capital investment in Canada and abroad; conducts economic research into industrial productivity; and does industry sector studies. Also evaluates economic policy with regards to industry. Most information is mainly of use within the department. However, from time to time information is made available to the public and business.

Address

Department of Industry, Trade and Commerce, 4th Floor West, 235 Queen Street, Ottawa, Ontario K1A 0H5. Telephone (613) 995-9891.

Consumer and Corporate Affairs

Nature

The department regulates many marketplace activities. It establishes regulations and standards for packaging, safety. It approves all devices used in trade for weighing and measuring. It serves as a consumer advocate and information service. It grants temporary legal monopolies and maintains a complete record on patents, trademarks, etc. Charters of incorporation are granted and files of company's financial statements are maintained. It is also involved in the investigation of questionable business practices and supervises bankruptcy proceedings.

Eligibility

Available to any interested parties, business, and industry.

Address

Communications, Consumer and Corporate Affairs Canada, Place du Portage, Ottawa, Ontario K1A 0C9.

V. Manpower and Labour Services and Programs

Apprenticeship Training

Nature

Apprenticeship training is a combination of learning by doing (training on the job) and formal technical training. Apprenticeship programs are administered under the "Apprentices and Tradesmen Ordinance." The major activities the ordinance provides for are the Apprenticeship Board, Trade Advisory Committees and the designation of Trades.

Eligibility

Any individual employed in a designated trade at less than the journeyman level is eligible to be indentured as an apprentice.

Address

Manpower Development Division, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7553.

On-The-Job-Training

Nature

Essentially on-job-training is subsidized training on the job. This subsidy could include transportation assistance, and a percentage of reasonable wages. A "trainee" would work with a skilled person (usually in non-apprenticable trades) until the trainee can take the job. Coupled with this should be intensive life skills training and counselling. Individual contracts are signed for each training position between the employer and the G.N.W.T.

Eligibility

Any northern resident requiring this form of training.

Address

Manpower Development Division, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7553.

Orientation Training Northern and Southern

Nature

This program involves training for southern supervisors and northern employees in order to overcome the misunderstandings encountered by different southern and northern aspirations, with regards to production etc. The program is available through the Adult Vocational Training Centre in Fort Smith.

Eligibility

Open to any company working in the N.W.T.

Address

Manpower Development Division, Department of Economic Development and Tourism, Government of the N.W.T, Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7553.

Community Labour Pool

Nature

The government of the N.W.T. has ten Manpower Development Officers and currently four Labour Pool Officers. The federal government has offices in five centres and seven or eight Outreach Officers. Combined, these people serve 59 communities and some seven to eight thousand unemployed people. A larger labour pool system has the advantage of having a focal point in unserviced communities.

Eligibility

Any employer seeking northern workers.

Address

Manpower Development Division, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7553.

Employment and Career Exhibitions

Nature

Employment and Career Exhibitions are held throughout various schools and centres. These exhibitions are held to encourage participants to make their opportunities known to the area residents and to provide guidance to students not knowing what to do once they have completed high school. 17 complete audio-visual information packages have been developed for presentation by Employment Training Officers. The present programs range from employment in government to employment in the mining industry.

Eligibility

Any interested parties.

Address

Manpower Development Division, Department of Economic Development and Tourism, Government of the N.W.T, Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7553.

Territorial Employment Record Information System

Nature

T.E.R.I.S. is a computerized system containing an inventory of the work experience and educational skills of Northerners. At present the system produces reports such as profiles of those wanting training and lists of people and their location by skills and statistical data for Manpower Planning purposes.

Eligibility

Any interested parties.

Address

T.E.R.I.S., Department of Economic Development and Tourism, Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7553.

Workers' Compensation

Nature

Provides medical services and compensation for workers injured or disabled in the course of, or resulting from, their employment in business or industry covered by the Workers' Compensation Ordinance. Provides medical and vocational rehabilitation for injured or disabled workers in some instances.

Eligibility

Employers and workers in all industries to which the ordinance applies are required to open an account with the Workers' Compensation Board. Information brochures and application forms are available on request.

Address

Workers Compensation Board, P.O. Box 8888, Yellowknife, N.W.T. X1A 2R3.
Telephone (403) 873-7484.

Canada Manpower Industrial Training Program (CMITP)

Nature

CMITP is a shared-cost incentive program whereby employers are reimbursed by the Commission for a portion of their incurred training costs. The overall objective of CMITP is to meet the skills needs of employers and to improve the employability and earning capacity of workers through the initiation, expansion, and improvement of employer-provided training.

Eligibility

Employers qualifying for CMITP are: any incorporated company, a partnership or sole proprietorship, an incorporated association of employers, a crown corporation or other government department; a cooperative, credit union, incorporated Indian Band, or similar legally constituted organization, any legally constituted association, union or community organization.

Address

Canada Employment Centre, Bag Service 1170, Yellowknife, N.W.T. X1A 2L9.
Telephone (403) 920-8400.

Canada Employment and Immigration Commission (C.E.I.C.)

Nature

The CEIC provides a wide range of services designed to assist businesses in the recruiting and upgrading of staff and many of these are useful to small firms. The following is a list of various programs administered by CEIC and its Canada Manpower Branch:

— Canada Manpower Industrial Training Program (CMITP)
— Small Business Intern Program (SBIP)
— Local Employment Assistance Program (LEAP)
— Canada Community Development Program (CCDP)
— Canada Community Services Program (CCSP)
— New Technology Program (NTP)
— Local Economic Development and Assistance Program (LEDAP)

Eligibility

Any employer or employee may make use of the services available or apply for assistance through various programs.

Address

Employment and Immigration Canada, Bag Service 1170, Yellowknife, N.W.T. X1A 2N8. Telephone (403) 920-8411.

Critical Trade Skills Training Program

Nature

CTSTP features training initiatives to overcome certain chronic manpower shortages that exist in the economy. Subsidies are paid to employers for the training of workers in specific blue collar trades or occupations that are in short supply. Training is provided by employers and/or employer associations, to employee trainees in cooperation with provincial-territorial governments who provide technical support.

Eligibility

Employer's willing to provide subsidized training in eligible trades or occupations.

Address

Canada Employment Centre, Bag Service 1170, Yellowknife, N.W.T. X1A 2N8. Telephone (403) 920-8411.

New Technology Employment Program

Nature

The NTEP is designed to create jobs for highly educated graduates in scientific and technical fields who are unable to find employment in their disciplines. The program will assist small scale organizations through subsidies for new jobs in research and development. The program will support activities of technological innovations in manufacturing, product and process development and in the development and application of small scale energy conservation programs and alternate energy technologies.

Eligibility

Private sector firms which normally employ fewer than 300 employees.
Research institutions.
Non-profit Crown Corporations.
Universities and community colleges.
Individuals in single proprietorships or partnerships.
Associations and community organizations.

Address

Canada Employment and Immigration Commission, Employment Development Branch, Tundra Building, Box 1300, Yellowknife, N.W.T. X0E 1H0. Telephone (403) 873-5808.

Small Business Management Training

Nature

Each year the Federal Business Develpment Bank (F.B.D.B.) conducts an extensive program of over 1,000 one-day management seminars at centres across Canada. The seminar programs are designed particularily for small business management. A modest registration fee is charged. The seminars are advertised locally in advance. The bank also prepares seminars for specific industries in collaboration with industry associations and other organizations which present seminars to their members.

Eligibility

Any small business personnel.

Address

Federal Business Development Bank (F.B.D.B.), 5202 Franklin Avenue, Yellowknife, N.W.T. Telephone (403) 873-3565.

Labour Canada (LAB)

Nature

Labour Canada administers the Canada Labour Code and has federal responsibility for industrial standards (conditions of work, minimum wages, hours of work); health and safety of employees, industrial relations (collective bargaining, labour-management relations). The federal jurisdiction includes works or businesses of an interprovincial, national, or international nature. The department works in partnership with all parties in labour affairs, helping to pinpoint and analyse issues and problems, searching for equitable solutions and new techniques and acting as an impartial catalyst.

Eligibility

All businesses and industry.

Address

Public Relations, Labour Canada, 10th Floor, Place du Portage, Phase II, Ottawa, Ontario K1A 0J2. Telephone Zenith 2013.

Unemployment Insurance Commission (UIC)

Nature

1. Administers Unemployment Insurance Act which provides for regular, maternity, illness and age 65 benefits to entitled claimants. Benefit rate is 66⅔% of average weekly insured earnings to a maximum of $147./week.
2. Administers premium reduction program which allows employers who have a qualified wage loss replacement plan or sick leave plan to be entitled to a reduction in the employer's premium of 1.4X employee's contribution. Maximum reduction is 1.11X employee's premium.
3. Provides assistance to employers who need help to complete Record of Employment which the employer must complete within five days when an employee has an interruption of earnings. Many useful publications are also available on various aspects of unemployment insurance from the National Revenue Department, Taxation.

Eligibility

1. Benefits available to all qualified claimants from Unemployment Insurance Commission Offices in N.W.T.
2. Premium reduction available to qualified employers. Information brochure and application forms available on request.

Address

Employment and Immigration Canada, Unemployment Insurance Information, Bag Service 1170, Yellowknife, N.W.T. X1A 2N8. Telephone (403) 873-8400.

Canada Manpower Training Program (CMTP)

Nature

In short CMTP is "institutional training". CMTP is a program of occupational training which provides adults with the skills required for employment or to increase their earning capacities. The program provides: skill courses — basic training to raise an individual's education level to that required for admission to a skill course — classroom portion of apprenticeship training arranged by territorial authorities — language training — job readiness training — work adjustment training. Courses, depending on the skill, run from one to 52 weeks. Living allowances or unemployment insurance benefits are normally available to full time trainers.

Eligibility

Anyone who is at least one year past school leaving age and has been out of the school system for at least 12 months.

Address

Canada Employment Centre, Bag Service 1170, Yellowknife, N.W.T. X1A 2N8. Telephone (403) 920-8400.

Canada Employment Centres (CEC)

Nature

Assists in finding employees; training or retraining workers; developing manpower adjustment programs to cope with industrial and technological change. Provides labor market information-demand and supply of specific skills, industrial and occupational trends, regional and national economic reports.

Eligibility

Employees and employers.

Address

Canada Employment Centre, Bag Service 1170, Yellowknife, N.W.T X1A 2N8. Telephone (403) 920-8400.

VI. Income Tax Incentives

Investment Tax Credit

Nature

An investment tax credit, which varies, regionally from 7% to 20% is available as a direct reduction from federal tax payable. This credit reduces the cost of new buildings, machinery and equipment principally used in Canada in prescribed activities. It also provides for expenditures on research and development and on investment in equipment for rail, air, water and long-haul transportation within or to and from Canada.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

Research and Development Incentives

Nature

The investment tax credit for R & D expenditures is 20% in the Atlantic provinces and 10% in the rest of Canada, while small businesses are allowed a special tax credit of 25%. In addition to writing off 100% current and capital expenditures for R & D tax payers can deduct from their income a further 50% of any increase in such expenditure over the average level of the previous three years.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

Accelerated Capital Cost Allowance for Manufacturing and Processing Industries

Nature

Taxpayers may charge 50% straight line depreciation on most new machinery and equipment for use in manufacturing and processing in Canada (including heavy-oil upgrading), thus writing off such assets in two years.

Eligibility

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

Inventory Allowance

Nature

In recognition of the distortion of business income from inventory inflation, 3% of the opening cost of inventories (except real property and goods not for resale) can be deducted in calculating business income.

Eligibility

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

Special Rate for Corporate Manufacturing and Processing Profits

Nature

A special rate of tax on manufacturing and processing activities carried on in Canada (including heavy-oil upgrading) reduces the general rate on corporate profits from 36% to 30%. Provincial corporate tax rates ranging from 10% to 15% are levied in addition to the applicable federal rate.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

Special Tax Rates for Incorporated Small Business

Nature

Small Canadian controlled private corporations are accorded lower income tax rates on active business income derived from activities carried on in Canada. The federal rate is 10% in manufacturing and processing industries and 15% in other activities. Provincial corporate tax rates ranging from 5% to 12% of income are levied in addition to the federal rate.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

Employment Tax Credit

Nature

Employers hiring workers to fill newly created jobs which are additional to their normal work force may be entitled to a tax credit which varies regionally.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

VII. General Information Services and Programs

Metric Conversion

Nature

Conversion to the metric (SI) system in Canada is being implemented on a voluntary basis. Each sector of the economy carries out its own conversion program in conjunction with its suppliers and customers. The entire program is guided and coordinated by the Metric Commission. The Commission provides a wide range of publications, audio-visual aids, symposia and technical information to assist individuals and businesses in conversion to the metric system. The Commission contributes to the cost of replacement or conversion of eligible workers' tools and can provide information on special tax measures that apply to cost of conversion of tools, machines, and measuring instruments.

Eligibility

Further information and publications relating to metric conversion can be obtained through the consumer affairs office, Department of Justice and Public Services, Government of the Northwest Territories, Yellowknife, N.W.T.

Address

Metric Commission Canada, Ottawa, Ontario K1A 0H5.

Freshwater Fish Marketing Corporation

Nature

This Federal Corporation was established for the purpose of marketing and trading in freshwater fish, fish products and by-products. It has exclusive rights in inter-provincial and export trade to market the products of the commercial fishery of territories and provinces participating in this program.

Eligibility

All commercial fishermen.

Address

Freshwater Fish Marketing Corporation, Hay River, N.W.T. X0E 0R0. Telephone (403) 874-6630, or 1199 Plessis Road, Winnipeg, Manitoba. Telephone (204) 222-7301.

Government of Canada Geological, Mineral Exploration and Mining Services

Nature

District geologists provide geological information and advisory services to the minerals industry in the N.W.T. and Yukon. Regional geologists maintain offices in Yellowknife, N.W.T. and Whitehorse, Y.T. Geological Survey of Canada publications such as geological, geophysical and topographical maps, memoirs, papers and reports, are available for sale to the public. A library of technical assessment reports is available for reading and copying by means of a micro film system and there is also a small library of technical books and mining publications for public use. Technical advice is provided by experienced geologists by correspondence, in the office and in the course of field visits.

Eligibility

Any interested parties.

Address

Non-Renewable Resources, Department of Indian Affairs and Northern Development, Northern Affairs Program — N.W.T. Region, Box 1500, Yellowknife, N.W.T. X1A 2R3. Telephone (403) 920-8211.

Canada Post Business Services, Publications and Information

Nature

The post office provides publications that are particularly helpful to business people. Household Figures Booklet — contains the number of householders English and French speaking, receiving mail at post offices and on rural routes not covered by letter carrier. Letter Carrier Route Lists are available for all areas covered by letter carriers. They show the number of customers and business places on each route and are used to "blanket" any area with advertising material.

Eligibility

All types of business.

Address

Sales and Customer Service, Canada Post Office, Station 281, Ottawa, Ontario K1A 0Y2 or Marketing Manager, Canada Post Office, 9828 104 Avenue, Edmonton, Alberta T5J 2T0 or inquire to the Zone Postmaster in Yellowknife, Hay River or Inuvik. Telephone (403) 873-2500.

Canada Post Office Services

Nature

Consultation and brochures are available to provide customers with information on how to prepare and package mail to obtain more efficient postal services often at lower rates. Special Delivery — A service where mailable matter is handled and delivered on a priority basis by the most expeditious means available. Acknowledge of Receipt (AR) — provides a signed card showing proof of delivery of a register. Insured provides compensation for loss of mailable matter. Registration — provides receipt at time of mailing and a signature is obtained when delivered. Certified Mail — A proof-of-delivery system for important letters, documents or merchandise and Telepost. Mailgram — A combination of electronic transmission and local mail delivery by telephoning the local CN/CP office. Cost is less than that of a telegram.

Eligibility

All types of business.

Address

Sales and Customer Service, Canada Post Office, Station 281, Ottawa, Ontario K1A 0Y2 or Marketing Manager, Canada Post Office, 9829 - 104 Avenue, Edmonton, Alberta T5J 2T0 or inquire to the zone postmaster in Yellowknife, Hay River or Inuvik. Telephone (403) 873-2500.

Small Business Secretariat

Nature

Following the closing of the Office for the Reduction of Paperburden, the Small Business Secretariat was given the responsibility to listen to small business problems relative to paperwork, red tape, and record retention. This office also ensures that government departments undertake appropriate actions on specific problems that arise. A very important function of the S.B.S. is to support the Ministry of State for Small Business and Tourism in its responsibility for paper burden reduction and regulatory reform.

Eligibility

Any businessman interested in the reduction of paper work.

Address

Small Business Secretariat, Department of Industry Trade and Commerce, 235 Queen St., 8th Floor, Ottawa, Ontario K1A 0H5. Telephone 995-9197.

Surplus Equipment

Nature

The Crown Assets Disposal Corporation is the government's agent for the sale of equipment of all sorts that has been declared surplus to the requirements of departments and agencies.

Eligibility

Any interested parties.

Address

Crown Assets Disposal Corporation, Box 8451, Ottawa, Ontario K1G 3J8.

Weather Information Services

Nature

The Atmospheric Environment Service provides current and predictive meteorological information for general use and special services to aviation, commercial and private marine activities, agriculture, and such industries as construction and transportation. It also provides special Arctic weather services and information concerning ice in Canadian coastal and inland waters.

Eligibility

Business, industry, general public, and other government agencies.

Address

Weather Office, Atmospheric Environment Service, Environment Canada, Box 1199, Yellowknife, N.W.T. Telephone (403) 873-4027.

Canada Transport Commission

Nature

This commission is responsible for the regulation of all transportation under Federal jurisdiction. It is a court of record and its decisions are binding but subject to appeal. Five of its seven committees regulate the different transportation modes: air, rail, certain categories of extra-provincial motor vehicle transport, water and commodity pipeline. The other two deal with review and appeals and with international transport policy. The commission is also responsible for undertaking studies and research into the economic aspects of all modes of transport within, into or from Canada.

Eligibility

Industry, shippers and public.

Address

Canada Transport Commission, Congill Building, 275 Slater Street, Ottawa, Ontario K1A 0N9. Telephone (819) 997-0344.

Transport Canada (TC)

Nature

Through its three main administrations — air, marine and surface — Transport Canada guides and advises all businesses and industries on the standards, licensing, and rules and regulations related to land, sea, and air transport.

Eligibility

Any interested parties.

Address

Transport Canada, Federal Building, 9820 - 107 St., Edmonton, Alberta T5K 1G3. Telephone (403) 420-3815.

Canada Land Inventory

Nature

Classification and mapping of land according to its capabilities and limitations for agriculture, forestry, recreation and wildlife; to be used in the administration, planning, and research of renewable resources.

Eligibility

Any interested parties.

Address

Canada Land Inventory, Lands Directorate, Environment Canada, Ottawa, Ontario K1A 0E7. Telephone (819) 997-2320.

Health and Welfare Canada (HWC)

Nature

The Department's Health Protection Branch is responsible for the enforcement of the Food and Drug Act, the Narcotic Control Act, and Propietary or Patent Medicine Act. Explanations of the requirements of this legislation are given to businesses concerned. At present, the department's Medical Service Branch will provide consultant services to large employers for the organization and operation of health services. The Radiation Protection Bureau provides advice and laboratory services to ensure the health and safety of workers using X-ray nuclear energy.

Eligibility

Any interested parties.

Address

Health and Welfare Canada, Yellowknife, N.W.T., Information Directorate, Health and Welfare, Ottawa, Ontario K1A 0K9. Telephone (613) 996-4950.

POOR

QUALITY

ORIGINAL